

# CHIEF LETTER TEMPLATE

(place on department letter head)

DATE

MEMORANDUM

TO: Julia Close, M.D.  
Designated Institutional Officer  
Associate Dean of Graduate Medical Education  
Associate Professor

FROM: Program Director Name & Credentials  
Department Name

RE: Chief Resident Appointment

The Department of (department name) will promote the following individuals to Chief Resident effective (date).

Additional compensation in the amount of \$ [ ] will be funded directly by the Department of (department name). **(ADD if providing additional compensation, Otherwise OMIT this sentence)**

Name	UFID	Start / End Date	Compensation Status	Chief Stipend

Sincerely,

Program Director Signature Block & approval signature

**NOTE: (remove this note on final letter):** Please submit **JOB ACTION** along with Chief letter to prompt PeopleSoft updates to Title & Stipend